NFAC #8434-81

24 December 1981

MEMORANDUM FOR: Each NIO, Assistant NIO, and AG Officer

FROM   : Dick Lehman

SUBJECT   : Keeping Records on NIC Products

1. This is to remind that we are all responsible for assembling and preserving a permanent record on each intelligence product we put out. This is a standing requirement for all Intelligence Community agencies and their components, levied on us as members of the National Archives Records System. The NFAC Records Control Schedule, to which the NIC subscribes, calls for the office originating an intelligence product to keep a record on it for one year, after which time the record is transferred to the Agency's archives for permanent storage.

2. Most of us, I believe, do know that a "development file" is required for each NIE, SNIE, and IIM we produce. We should also be aware, however, that at the end of each calendar year NFAC Registry is supposed to collect all of our development files for the preceding calendar year -- i.e., to collect in December 1981 the files for papers produced in 1980 -- and transfer them to Records Center. (This in no way prevents an NIO or AG officer from maintaining his own "working files" on past papers he or she has produced, of course, but it does mean that we must turn over the official file for transfer to Agency archives.)

3. As for our less formal products, the governing procedures are the same as the for formal papers we produce. For each NIC Memorandum, "interagency assessment," or "AG staff paper" we produce, for example, we should assemble a development file. It should consist of all the basic documents concerning the product. Normally this would include -- but need not be limited to -- any Concept Paper or TORs developed; any correspondence or written comments to or from those like the DCI, SRP, or other Agencies who have reviewed the draft paper during the production process; a copy of the final product itself; and a copy of the dissemination list for the published paper. Unless the Action Officer responsible for the paper deems it necessary or wise to do so, there is no need to put a copy of every iteration of the draft into the file. Finally, the development file ought to be put together by, or at the behest of, the Action Officer, who also should ensure that the file is maintained in the NIC until it is collected by NFAC Registry.

4. In case of questions or interpretations, please consult [   ]   STAT

Dick Lehman

Attachment

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	FOR OFFICIAL USE ONLY	VOLUME	DISPOSITION INSTRUCTIONS
		g. Courier Receipts-a record used for recording the transmittal of secret and confidential material through the Agency courier system. (Office of Logistics is office of record.)			Temporary. Destroy 3 months after cut-off. Cut off at the end of each month, maintain in current file area for 3 months and destroy. (351-S346).
		h. Standard Distribution Files-this file is used to record and control standard distribution within component of recurring publications and documents. A record is made of the title, number of copies, source and recipient(s).			Temporary. Destroy when superseded, or no longer needed (excluding codeword material, see Item 18a).
		C. Production			
	19	Intelligence Publications Files			
		a. Consists of the record set and extra copies of component intelligence publications, monthly reviews, and annual reports, maintained for reference and supplemental distribution. File also contains memoranda and dissemination instructions for those publications disseminated and controlled.			
		(1) Production Case Files. Contains source information, background material, correspondence, and distribution information on finished intelligence publications produced by component as well as one copy of the publication.			Permanent. Maintain in current file area for 1 year, then transfer to Agency Archives. Prior to offer to NARS, consolidate with 19a(2) to assure complete record set.
		(2) Record copy of finished intelligence publication.			Permanent. Transfer 1 copy to Agency Archives upon publication.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	FOR OFFICIAL USE ONLY	VOLUME	DISPOSITION INSTRUCTIONS
		(3) Supplemental Copies—on initial distribution copies are to be sent to Agency Records Center for supplemental distribution. (Non-Record)			Temporary. Destroy in accordance with the following disposition instruction. Send 35 copies to Agency Records Center on initial distribution. One year after publication destroy all but 15 copies. Two years after publication destroy all but 10 copies. Four years after publication destroy all but 5 copies. Six years after publication destroy all copies.
		b. Masters File for Publications. Component's file which consists of negative or printed masters of formal publications. These masters are used for the reprinting of issuances for reclassification purposes. (Non-record)			Temporary. Destroy 6 months after cut-off. Cut off at end of each month, maintain in current file area for 6 months and destroy.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION FOR OFFICIAL USE ONLY	VOLUME	DISPOSITION INSTRUCTIONS
		c. Project Status log. Maintained on all projects showing status and disposition.			Temporary. Destroy 1 year after cutoff. Cut off at end of each calendar year, maintain in current file area for 1 year and destroy.
		d. Dissemination files on materials released to foreign governments.			Permanent. Cut off at the end of each calendar year, maintain in current file area for 3 years, transfer to Agency Records Center for 7 years, then transfer to Agency Archives.
		e. Collection of magnetic cards, tapes and cassette tapes containing the various stages of publications. (Processing media only.)			Temporary. Cut off at end of each project and reuse.
		D. General			
	20	Reference Files These files consist of publications, catalogs, textbooks, maps, film, card indexes and other types of material used by component personnel in connection with the performance of their duties and responsibilities purely for reference, research or background relative to their special interests. (Non-record)			
		a. CIA Library Material on Loan.			Temporary. Return to CIA Library when due or no longer needed.
		b. Books, periodicals and foreign newspapers.			Temporary. Review periodically and offer unique items to the Library of Congress when no longer needed.

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